

FAX NOTICING SYSTEM

In order to provide faster and more efficient delivery of orders, judgments, and notices to attorneys of record, the U.S. District Court for the District of Vermont is now using a new fax noticing system. Here is how it works:

- ☐ Attorneys authorize the Clerk of Court to fax orders, judgments and notices.
- ☐ Faxes are sent directly to the firm's fax number in lieu of mailing a copy of the document, usually providing delivery the same day they are docketed.
- ☐ The Clerk's Office maintains a report confirming receipt by parties of the electronic notice.
- ☐ If the Clerk is unable to confirm receipt of the document, notice by mail will be effected the following business day.

To participate, just complete the authorization form below and return it to the Clerk's Office at P.O. Box 945, Burlington, VT 05402. A separate authorization must be completed for each attorney in a firm. This form is also available on our website at www.vtd.uscourts.gov.

Authorization for Fax Noticing System

I hereby authorize the Clerk of Court for the District of Vermont to transmit notification of judgments, orders, and notices by facsimile in any case in which this capability exists and the undersigned appears as attorney of record. I understand that this electronic transmission will be in lieu of notice by mail. The following telephone number is **dedicated** for facsimile transmission:

Fax #: _____ Phone #: _____

Attorney Name: _____

Firm Name: _____

Mailing Address: _____

Signature: _____

Please direct questions to 802-951-6395 ext. 116:
Lisa Wright, Attorney Admissions